



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## Division of Differentiated Learners

### FREQUENTLY ASKED QUESTIONS

#### REQUEST FOR PROPOSAL STATE OF INDIANA ELECTRONIC IEP SYSTEM

<http://www.in.gov/cgi-bin/idoa/cgi-bin/bidad.pl>

1. Can an out of state MBE/WBE vendor apply?

**Answer:** Yes, each firm may only serve as one classification – MBE or WBE.  
<http://www.in.gov/idoa/2464.htm> IDOE will be consistent with Minority and Women's Business Enterprises requirements as set forth in Indiana Statute and in the Indiana Administrative Code.

2. Does the work have to be performed on site or is there a remote/on site option?

**Answer:** Preference would be onsite, but not required of an entire large team.

3. May we have the RFP: Electronic IEP System, in Word format by return email?

**Answer:** State of Indiana standards for RFPs are the .PDF format.

4. Is it possible to receive a listing of who might be bidding on this as a prime vendor?

**Answer:** This is not provided.

5. What is the data format of the current school calendars and what are the integration options?

**Answer:** The data format can be either XML, CSV, or Space Delimited.

6. Are we required to extract content from the imported PDFs or just store and link them to the students?

**Answer:** An archived solution is required for the old .PDFs linked to accessing student records in the new system.

7. What kind of authentication does Learning Connection use? Does it have any components used to implement a single sign-on?

**Answer:** The Vendor chosen will have access to the Learning Connection Security Model.

8. Should users only log in through Learning Connection and follow a link to the proposed solution, or should it also have an additional login page for direct login?

**Answer:** Only through the Learning Connection.

9. What kind of access is available to ISTAR data and components?

**Answer:** The IDOE will provide access to ISTAR data when appropriate and as needed.

10. Should users be able to create new users in the application that are not reflected in the user list in the portal application? If no, what types of connections exist with the Learning Connection authentication component?

**Answer:** No. There is no requirement for the vendor to create a tool to create new users. The vendor will have access to the Learning Connection to integrate users and authentication.

11. Are the ISTAR7 security settings also linked with Learning Connection?

**Answer:** The solution should promote a universal login strategy with security settings relevant to the application.

12. What kind of access will be provided to existing ISTAR7 data?

**Answer:** The IDOE will provide access to all of the data required for data migration activities to the new system.

13. Regarding the Storage/Retrieval Student Records Component “file cabinet” description: Is this in reference to the data storage format or the desired user interface and navigation?

**Answer:** The terminology was provided to provide an image of the business process from the user’s perspective. Educators will need to find records in the same way that they would be accessed in their filing cabinets if they did not have the technology.

14. Should we create our own calendar system in the application or is the expectation to integrate with calendars from other applications? If so, what calendar components?

**Answer:** The vendor will create a new calendar system using the school calendar data collection from the IDOE.

15. Can the State provide details on what kind of signature pad is used and also if capturing signatures on a tablet PC or iPad-like device acceptable?

**Answer:** Currently the signature pad is made by Topaz Systems Inc. Model T-S460-HSB-R. These have been distributed across the state in large quantities. Any proposal for signature capture will be considered.

16. Could you please elaborate on the internal and external data sources mentioned in item 11R.3?

**Answer:** All data for reporting will be sourced from the IDOE.

17. Is the IDOE looking for this proposal to replace the existing program ISTART7?

**Answer:** Due to the investment that has been made statewide in the current ISTART7, it is important that the new project represent the current user workflow as closely as possible. However, the existing program does not meet the required standards of an enterprise system.

18. For the Service Records Component (page 41), with respect to the service log, what is the required media of the service records' output (i.e., pdf, text, or HIPAA X-12 standard)?

**Answer:** The output of the Service records should be a standard format like comma separated values (.csv), Adobe portable document format (.pdf), or the HIPAA X-12 standard. An option for all three outputs would be desired.

19. Though not specifically requested in the RFP, would the IDOE entertain a Medicaid Billing solution as part of the response?

**Answer:** Yes

20. The RFP makes reference to the Buy Indiana Initiative and MBE/ WBE requirements in Exhibit B but does not outline a suggested or required MBE and WBE requirement percentage for this RFP? Is there a minimum MBE and WBE participation requirement and if so, what is that required percentage for each category?

**Answer:** The MBE and WBE participation requirements are set by the Indiana Department of Administration at 8% for MBE and 8% for WBE.

21. The RFP references that all submissions are to be submitted electronically via email. We would like to confirm that the State of Indiana is not requiring any hard copy submissions for this RFP. If so, please provide the address to which those should be sent and the required number of copies.

**Answer:** All Submissions should be electronically to the single point of contact listed in the RFP.

22. The only submission method listed in the RFP is via email. The concern, given the technical nature of the proposal and estimated size of the response is that many email systems have a limit on the size of the file that can be received from external contacts before the message is rejected. The sending party is not always notified that the file has been rejected by the intended recipient's email server. Is there a limit on the size of the file that can be received via email before the email system rejects the message and if so, what is that size limitation?

**Answer:** Large submissions can be submitted via mail on compact disc or digital video disc in triplicate to:

Indiana Department of Education  
c/o Linda Cummins  
151 W. Ohio St.  
Indianapolis, IN 46204

23. Can the Department of Education provide a copy of the current forms utilized by the IEP system, including the Individual Health Plan, or provide a link to where those can be located?

**Answer:** [http://www.doe.in.gov/exceptional/speced/istart7\\_materials.html](http://www.doe.in.gov/exceptional/speced/istart7_materials.html)

24. Is Medicaid Fee-for-Service Claiming and/or service documentation included within the scope of this RFP?

**Answer:** Bidders are encouraged to calculate the feasibility although this is not a top level priority and could be done in a second phase.

25. Is the Administrative Claiming Program and statewide time study implementation and claiming included in the scope of this RFP? (Scope of work #9, Page 2, references expansion to include MAC activities.)

**Answer:** Bidders are encouraged to calculate the feasibility although this is not a top level priority and could be done in a second phase.

26. Scope of Work #2 references eventual expansion to serve the entire student population (1,048,000 students.) Is the vision of the eventual expansion to include additional components such as Response to Intervention (RTI), Behavior Tracking and Incident Reporting, Due Process Tracking, Creation of Graduation Plans and other service modules that would be applicable to the entire student population?

**Answer:** The reference is to the entire population of students in special education, those being monitored for eligibility, and those with special health needs. As a primary priority,

this system needs to be able to be used by all school corporations for all functions related to special education. There are about 175,000 students with special needs in the state.

**27.** Does the state have an anticipated timeline for system roll-out?

**Answer:** Roll out must occur during the summer months to allow school personnel to have time to adjust to the new system. The timeline projects May 2011.

**28.** Does the state have a preferred training model? How many teachers, administrators, and technical staff does the state anticipate to be trained?

**Answer:** There will be tens of thousands of users, so general training will need to be widely accessible. Systems level training will need to be directly provided to IDOE staff.

**29.** The RFP references a requirement for Medicaid Administrative Claiming. Is there a requirement for this to be integrated as one system or can this service be provided through a third-party vendor?

**Answer:** Please include your recommendation in your proposal.

**30.** Does the DOE Learning Connection system contain user and role membership information, and if so, what mechanism and/or format is available to access this information?

**Answer:** The DOE will provide access to the Security Framework for the Learning Connection to winning vendor for this RFP.

**31.** Is there a plan to roll out the project in multiple phases, or is the entire project to be one deployment?

**Answer:** Please include your recommendation in your proposal. Keep in mind the burdens associated with mobilizing once school is in session.

**32.** Do you have any commercial packages that you are considering or do you think custom software will best fit your needs?

**Answer:** Due to the appreciation for investments in the work flow of the current interface, which is very nearly what is intended for the user in the new system, at least some aspect of the solution will need to be customized. The degree to which aspects of a commercial package could be altered to serve this purpose remains to be seen.

**33.** In section 3LA11.6, what is the First Steps file?

**Answer:** First Steps is a governmental agency that provides services to children with disabilities, ages 0-3. The IDOE begins oversight of services for these children once the public school takes on the responsibility for educating the students at age 3. There are a number of federal requirements related to this transition. We anticipate a solution that utilizes a data file from First Steps containing basic information about students who are reaching the age of three. At this time, these data are being provided from First Steps as an Excel file, but we believe the integration can be improved.

**34.** In section 4CM.1, 4CM.2, what is the STN lookup?

**Answer:** The STN system is used to track students by a test number. The DOE will provide a web service to connect to this data to the winning vendor of this RFP.

**35.** Under the Summary Scope of Work, statement #6 indicates that the application must integrate with individual school calendars, while statement #9 suggests that such integration is part of expanded and enhanced functionality. Is it a requirement that the application integrate with school calendars in the initial release of the application on May 11, 2010, or should this be planned for a subsequent enhancement?

**Answer:** It is our preference that all requirements are delivered at release.

**36.** Must all requirements be delivered by May 11 or should there be a planned, incremental release of modules?

**Answer:** It is our preference that all requirements are delivered at release. However, it is permissible to submit a proposal that suggests otherwise.

**37.** For clarification: RFP responses will need to be sent to Ms. Cummins via email, and that a hard copy is not required?

**Answer:** Correct, however, if the response is large then submissions can be sent via mail on compact disc or digital video disc in triplicate to:

**38.** Intent to file – Does IDOE require only a notice as a letter stating the vendor’s intent to file, or is there a specific form vendors must return?

**Answer:** A letter of intent or an email is sufficient for the notice of intent to file for this RFP. Please forward all communications to the single point of contact listed for this RFP.

**39.** Are all school corporations going to be required to utilize this new system and stop using any system that they currently may be using?

**Answer:** There are no plans at this time to require schools to utilize this system. However, the long-term plan is to build a system that is so completely attractive that it would make

no sense to invest local dollars in something different. It would be reasonable to eventually require use of the system as a function of data collection and compliance monitoring, but that is not planned for the immediate years.

40. “Purpose” (pg. 1) – “IDOE expects that this system will easily accommodate eventual expanded use by educators and medical professionals who serve all, not just special education, students.” Which medical professionals does IDOE expect to use this system and in what capacity? Can you please describe IDOE’s vision of the expansion of a “special education” system for use of all students? How would this system be used for all students? What is the timeframe the IDOE would expect to begin using this system for all students?

**Answer:** The context of this requirement is related to students with special health needs. The most likely users for this purpose would be school nurses and related service providers. It is acceptable to present a proposal that considers phases of the project related to this requirement.

41. “Summary Scope of Work” (pg. 1) – “...to deliver IDOE’s next generation of case management software for its special education system being used by all State special education specialists, and direct service providers.” Can you please describe the current generation of case management software used by IDOE for all State special education specialists and direct service providers? How long has the current generation of case management software been in place?

**Answer:** The current system provided by the State is ISTART7. The project began in 2003 under the names of ICAN and then ISTAR. Currently, at least 90% of all of the school corporations in Indiana use ISTART7 for their IEPs generation and caseload management.

42. “Summary Scope of Work” (pg. 2) – “7. The vendor solution will also be required to engage in data migration activities to ensure continuity from the current system to the proposed solution. Currently the historic case files are kept in a PDF format.” Can you please describe the current system? Are all records/IEPs for all students indexed by unique student identifier? How much historical data is stored online? Does IDOE require all historical converted data to be available online in real-time?

**Answer:** Data is indexed by STNs (Student Test Numbers). Historical data is available in real-time.

43. “Summary Scope of Work” (pg. 2) – “9. Accommodate eventual expanded numbers/types of users and enhanced functionality to support statewide Medicaid Administrative Claiming by district/corporation...” How is this data for MAC managed currently? Is there a need for conversion of an existing system’s data?

**Answer:** The management of MAC data is not currently coordinated at the state level. The extent to which a local school corporation would be able to convert data from their independent contractors is beyond the scope of this contract.

44. “Technical requirements” (pg. 5), 1TR.3 Has IDOE adopted and is IDOE requiring a solution that fully supports SIF transactions? If so, please describe the IDOE current SIF requirements (ZIS supported, specification level supported, etc.). Does IDOE require SIF transactions from individual school district student management systems?

**Answer:** No.

45. “Technical requirements” (pg. 5), 1TR.10 Does IDOE require the awarded vendor to provide hosting of the application and thus to provide backup/recovery services?

**Answer:** The IDOE will entertain proposals for this service.

46. “Technical requirements” (pg. 6) , 1TR.20 Can you please define the “STN” acronym?

**Answer:** STN stands for “Student Test Number”. It is the unique identifier used to name students.

47. “Technical requirements” (pg. 6) , 1TR.26 Can you please more fully define the “...Indiana DOE Learning Connection role based login...”?

**Answer:** The Learning Connection is the intended portal for this application. Roles required of this application would need to be integrated with a universal login to this portal.

48. “Technical requirements” (pg. 6), 1TR.27 What is the format of historical records that must be imported? What is the volume of historical records that must be imported? Will historical records be coming from an IDOE legacy system or will they be coming from individual school district systems?

**Answer:** The ISTART7 legacy system stores student records as .pdfs. These are the only historical files that must be available in the new system. Each student in the ISTART7 system could have tens of .pdf files. There could be as many as a 150,000 students with records in the legacy system.

49. “Technical requirements” (pg. 7) , 1TR.29 Please describe the integration level required. If technical documentation of the Student Test Number system integration exists (API guide, Web-Services Guide, Technology architecture, Data Map, etc.), can you please provide copies?



**Answer:** No. All information about DOE systems and Learning Connection data and security will be made accessible to winner of this RFP.

50. “Technical requirements” (pg. 7) , 1TR.31 Please describe the integration level required. If technical documentation of the Alternate Assessment system integration exists (API guide, Web-Services Guide, Technology architecture, Data Map, etc.), can you please provide copies?

**Answer:** No. All information about DOE systems and Learning Connection data and security will be made accessible to winner of this RFP.

51. “Local Administrative Component” (pg. 11), 3LA.10.4 This requirement (and the next two) requires messages to users 18 months, 6 months, and 10 instructional days before a child turns 3 years old. Page 1 of the RFP indicates that this solution is to cover students age 3-22. Can you please reconcile the need to manage students 3-22 and these message requirements which would be sent for children not in the system?

**Answer:** See #33

52. “Local Administrative Component” (pg. 12), 3LA.10.14 Can you please define the “CCC” acronym?

**Answer:** CCC stands for Case Conference Committee. It is the team of school personnel, parents, and other invited individuals who are charged with considering the particular case of a student to determine eligibility, needs, goals, services, and placement.

53. “Local Administrative Component” (pg. 14), 3LA.11.4 Can you please define the ISTAR-KR compliance chart?

**Answer:** This refers to an integration with the assessment used for early childhood students. (Indiana Standards Tool for Alternate Reporting of Kindergarten Readiness). Special education directors monitor the completion of this assessment at entrance into preschool, at each birth date, and at exit from preschool. The ISTAR-KR is a separate application that simply needs to be available for viewing by special education managers.

54. “Case Management Component” (pg. 16), 4CM.8 Will all student demographic information be fed into the system from only IDOE data sources? Or will local districts/corporations want to integrate their own local student management systems to feed data into the special education system?

**Answer:** Although not a priority of the state, there is guardian information that is needed for the electronic IEP. This information is typically collected in local systems.

55. Case Management Component” (pg. 16), 4CM.10 Can you please define the “FS kids” acronym? Can you please define “Yes to NIMAS”?

**Answer:** NIMAS is a program for providing accessible materials to students who are blind, visually impaired, or otherwise have a disability that limits their ability to get meaning from printed material. The case conference committee is charged with noting this needs. If the student requires the services of the NIMAS system, it would be indicated in the IEP and could be pulled into the work flow of a District Rights Manager who would place the order for these materials. For more information on NIMAS: <http://nimas.cast.org/>

56. Minority and Women’s Business Enterprises Compliance” (pg. 55) The instructions in red say to “Write the word ‘NONE’....”. Are we correct in assuming there is no specific requirement for MWBE participation in this contract?

**Answer:** The MBE and WBE participation requirements are set by the Indiana Department of Administration at 8% for MBE and 8% for WBE.

57. Are the current IEP PDF records stored in a centralized data base or file system?

**Answer:** See question #48

58. Are there unique identifiers for staff across districts?

**Answer:** Yes. The state is moving to using a system of SPNs (Staff Personnel Numbers)

59. Does Learning Connection have LDAP compatible security system?

**Answer:** All information about DOE systems and Learning Connection data and security will be made accessible to winner of this RFP.

60. How are parent logins currently managed in Learning Connection?

**Answer:** All information about DOE systems and Learning Connection data and security will be made accessible to winner of this RFP.

61. Can the DOE provide documentation on interfacing to Learning Connection for security and assessment information?

**Answer:** All information about DOE systems and Learning Connection data and security will be made accessible to winner of this RFP.

62. What is the State's SIS requirements? Are students manually added to the state system?

**Answer:** For information on the Student Test Number (STN) system, see:  
<http://www.doe.in.gov/stn/>

63. Will we be expected to integrate with a statewide SIS or database to get student demographic & enrollment information or will we be expected to integrate to multiple SIS's?

**Answer:** There is no expectation to integrate with the many different SIS utilized unilaterally by school corporations across the state. Indiana currently does not have a statewide SIS in the traditional sense.

64. What SIS is required to be supported for this initial implementation?

**Answer:** Integration is only expected with the state products outlined in the requirements.

65. How does the state currently handle students that are not enrolled in a school such as homebound or private school students?

**Answer:** If a student is receiving special education services, even if they are not enrolled in a public school, they will be given an STN (student test number) as a unique identifier. Additionally, First Steps (ages 0-3) will also begin to use STNs.

66. Is Indiana looking for design consideration in support of 508 or IEP must be 508 compliant?

**Answer:** All technology created with federal dollars must be accessible in compliance with Section 508 of the 1973 Rehabilitation Act.

67. Does IHP need to be implemented in parallel to IEP?

**Answer:** It would be acceptable to propose the IHP as something to be delivered after May 2011.

68. What Assessment systems will be needed to be integrated to?

**Answer:** The integration is conceptualized as relevant test scores being available within the application to become a part of new student records.

69. What HR system(S) is needed to be interfaced to?

**Answer:** None.

**70.** What Medicaid biller/provider is needed to interface to?

**Answer:** There have been no specific providers identified.

**71.** What database would the DOE prefer to implement your IEP solution on top of?

**Answer:** Microsoft SQL Server 2008.

**72.** Do you currently have enough database licenses to support your Statewide Electronic IEP initiative? If not, are you going to purchase those database licenses separately or would you prefer your IEP provider include those figures along with our pricing proposal?

**Answer:** IDOE will consider all proposed solutions for software licensing and hardware implementations from the vendor.

**73.** Does the state have any recommended percentages for MBE/WBE participation?

**Answer:** The MBE and WBE participation requirements are set by the Indiana Department of Administration at 8% for MBE and 8% for WBE.

**74.** Does the State intend to house all data in one centralized database for all students? Or will there be multiple sets of databases hosted centrally at the state – for instance, a database for each Special Education Planning District?

**Answer:** One centralized database for ease of student transfer and statewide compliance monitoring.

**75.** Does the State have a preference for a RDBMS – Oracle or MS SQL?

**Answer:** Microsoft SQL Server 2008.

**76.** The RFP does not provide detail or background information on the State's backbone and technical infrastructure. Please provide this information to help vendors assess the bandwidth/ system capacity?

**Answer:** Technical infrastructure is not part of this RFP.

**77.** Vendors are asked to provide recommended hardware/ system software for the proposed system? Should pricing for hardware/system software be included in the bid?

**Answer:** Yes.

**78.** What does the State mean when it refers to expanding the system for use by ALL educators to serve all students (not just special education students) (page 1)? What type of information will be tracked for general ed students?

**Answer:** The information tracked for general education students is only relevant if the student is being monitored for special circumstances. This system will not be used for all students. However, it is possible that all educators might be involved with one or more special education student at some level.

79. Is the IDOE interested in a robust special education / IEP management solution that is also fully integrated with an enterprise level student information system?

**Answer:** The IDOE will entertain proposals presented. However, the scope of this RFP is not to provide an SIS for the state since this will be funded with federal special education dollars.

80. On page 42, the RFP requires proposers to include at least one reference from a state department of education. Does this mean that the proposer must have a statewide deployment, or is it sufficient for a proposer to provide a DOE reference related to the proposers operation within that state?

**Answer:** The reference should be one of a statewide deployment of an electronic IEP system.

81. On page 2 of the RFP, please clarify the requirement “must integrate with school’s calendars”. Does this involve integration with the student information system(s) at the district level?

**Answer:** No. The school districts are required to provide the calendars to the state. This collection will be used centrally.

82. Please define all the specific integration requirements for the IEP system to third party system --the vendor name, product name and version number, data elements to be shared between each subsystem and the SIS, if uni- or bi-directional, frequency of sharing/updating, data element ownership, if SIF agents are available, and any other information that might aide vendors in their efforts to prepare an implementation plan that fully addresses integration/interfacing of the SIS and other application subsystems. (ex: Learning Connection, state data warehouse, student information systems(s), Medicaid billing sytem, etc.)

**Answer:** This RFP does not require interfacing with third party student information systems.

83. Has the IDOE viewed software demonstrations or made visitations to other school districts or DOE’s to evaluate IEP systems in the last 12 months?

**Answer:** At least 90% of the school districts in the state use the state-provided IEP, ISTART7. Providers for the remaining school districts presented to the IDOE.

84. What types of training resources are available at the IDOE to support a train-the-trainer model?

**Answer:** The state personnel provides Web Ex sessions and posts training materials online. Additionally, there is a grant center funded through Indiana State University which is dedicated to providing professional support for the use of the software. The technical support has not been determined.

85. The RFP calls for delivery of the IEP system by May, 2011. What is the anticipated roll-out for the system statewide? Is the IDOE looking for vendors to propose implementation plans based on previous experience and best practices?

**Answer:** It is the intention of the IDOE to equip school personnel to be prepared to implement the new system upon school resuming in August.

86. The RFP does not appear to include requirements for Medicaid billing. Is that correct?

**Answer:** The integration with this function is of interest, but the actual billing process is beyond the immediate scope of this proposal.

87. Please further define the type of parent access envisioned for this system.

**Answer:** Viewing of posted student reports.

88. Are there state adopted forms (IEP, etc) that must be incorporated into the system or will you consider vendor designed forms that comply with all federal and state requirements and also provide the functionality and support the business rules described in the RFP?

**Answer:** [http://www.doe.in.gov/exceptional/speced/istart7\\_materials.html](http://www.doe.in.gov/exceptional/speced/istart7_materials.html)

89. Is the intent to initially provide system access only to Special Education teachers and then expand to general education teachers? If so, what actions will general education teachers be completing in the system?

**Answer:** General education teachers will need access to the system in the first phase in order to engage in such activities as adding progress monitoring data on goal sheets, submitting achievement data for evaluations, etc.

90. Do you have a timeline for delivery of the enhanced Medicaid functionality and extended access to the system?

**Answer:** We will entertain what is proposed.

91. Can you provide additional detail on the level of integration between the new IEP system and other IDOE applications such as ISTAR, ISTEP, IMAST, STN, etc.?

**Answer:** Test scores will need to be available in the evaluation processes and present levels. Testing decisions in the IEP should lock options in ISTAR. Compliance monitoring should include the completion of ISTAR, ISTAR-KR. Administrative reports should include a report of which students are participating in which assessments.

It is the intention that the system will detect changes in school association submitted through the DOE-RT and through immediate transfer requests so that student records are accessible to the receiving school and so that alerts can be given to administrative accounts when a student with special education records arrives at the school.

92. Will ISTART7 run concurrently with the new system for any period of time?

**Answer:** No. The switch will need to be a clean and complete event.

93. Is attachment of PDF documents to each individual student's record, the full scope of the data conversion requirement? Are all documents to be attached currently contained in the ISTART7 system? How many years' documents are to be moved into the new system?

**Answer:** Finalized IEPs are .pdfs. These were created beginning in 2003 and are all available in the current system. An analysis of ways to minimize reestablishment of caseloads and security settings may lead to other conversion proposals.

94. The RFP mentions Identity Management should be part of the bidder response. Is this intended to be through a identify management product, or through integration with a role base security system such as what is built-in to The Indiana Learning Connection?

**Answer:** Through integration with the Learning Connection

95. Is the online help intended to be context sensitive, meaning respond with specific help indexes based on the area of the application or just open a general help?

**Answer:** Yes.

96. Does IDOE envision employing a user focused design process in order to envision a new GUI, or is a specific UI design already known and available?

**Answer:** No.

97. 1TR.32 specifies integration of instructional days specific to individual school calendars. What data source does IDOE have to provide the instructional days information? Will it be from the school calendar data collection or some other source such as the grading period setup in The Indiana Learning Connection?

**Answer:** Yes.

98. 4CM.1 and other similar requirements mention integration with the STN Lookup to retrieve demographic student data. Will the integration with STN Lookup be a direct database lookup, is IDOE planning to provide web services for the lookup, or should we plan to build the integration?

**Answer:** DOE will provide a web service to access this type of data.

99. Will the new system rely on the STN Lookup for directory purposes only, or will it be expected to trigger updates to demographic and other data within the STN Lookup as well?

**Answer:** It is not the intention for the IEP system to update the STN Lookup.

100. Should we plan to include functionality like STN merge within scope for use in cases where the same record is identified to exist multiple times and need to merge records together?

**Answer:** No.

101. Requirements such as 2SM.3 and 2SM.4 reference download of information by authorized state officials. Can we assume there will be a single defined file format for the data to retrieve and make available for download, or will we need to support multiple formats such as XML, positional, and comma separated formats?

**Answer:** Simple format is all that is required to be used by subject area program personnel.

102. Since there will be STN and other data involved, will there need to be audit logs of data download activity?

**Answer:** Yes

103. Requirements 3LA.1, 3LA.10.x reference messages and alerts. Will the new system include a messaging component internal to the system that utilizes brief email alerts to outside email systems?

**Answer:** Yes

a. Should the system rely upon or be similar to the messaging capability within The Learning Connection?



**Answer:** To the extent possible

b. Should the outbound email and alert formats mentioned in requirements such as 3LA.10.1 through 3LA.10.20 be based on maintainable templates, or are they considered fixed messages?

**Answer:** Since the alerts cannot contain sensitive information, fixed messages would suffice.

**104.** Per requirement 3LA.5, will IDOE be controlling the local report branding, or is that something to be done at the corporate or school level?

**Answer:** Report branding is to be done at the local level.

**105.** Storage / retrieval student records component mentions the storage and use of PDFs. Should the system plan to index the PDFs so the contents can be searched?

**Answer:** Indexing by variables such as STN, purpose, date, is probably adequate.

**106.** Is the new system a replacement for one or more existing systems? How many systems are being replaced? Are there existing PDFs and other records that should be migrated to or imported in to the new system from the current IEP case management solution?

**Answer:** Due to the investment that has been made statewide in the current ISTART7, it is important that the new project represent the current user workflow as closely as possible. However, the existing program does not meet the required standards of an enterprise system. The ISTART7 is the only system that is being replaced. Existing .pdfs from 2003 will need to be available.

**107.** Assuming there are data imports, what are the approximate number of records to be imported?

**Answer:** An analysis is necessary to determine which records, beyond the student .pdf files, will need to be imported.

**108.** 6EV.21 mentions the need to extract the DOE-EV report. Will the actual collection of the DOE-EV data remain within the STN Application Center and the new system is just expected to produce an output report based on the data collected through the STN Application Center?

**Answer:** That would be one solution. The authoritative original data source for the DOE-EV is the evaluation piece within this proposed program. Another suggestion was that the extraction is automated directly by the state from the IEPs statewide.

**109.** 1TR.35 indicates the ability to store or link and update the Indiana Academic Standards.

Will all standards be involved? Is the new system intended to have a module for building and maintaining the Academic Standards and replace the current search and maintenance tool?

**Answer:** At this time, Indiana is moving to accept National Standards, so this is an area that is under flux. The immediate solution may include a module for maintaining this database or the process may depend on infrequent adjustments in some other way.

**110.** Should the files for students that are 5 years past graduation or 26 years of age be purged from the system?

**Answer:** As a rule, with the exception being that there may be a very small number of records that cannot be purged because there is an unresolved due process matter.

**111.** Are there HIPAA compliance considerations with the IHP component?

**Answer:** Our understanding is that FERPA is stronger than HIPPA and that FERPA encompasses our obligations and an educational agency. However, we may need to revisit this question in terms of interfacing with medical personnel who may have particular HIPAA requirements.

**112.** In order to be able to size and recommend the appropriate environment, can you please provide information regarding the estimated number of concurrent users? What is the expected peak number of users of the system?

**Answer:** The plan should target up to three thousand concurrent users, and also include a plan for scalability.

**113.** Will the process of registration be based upon coordination through a district / school or will it be an open registration process where an individual teacher could independently sign up to use the new system?

**Answer:** School corporations will be responsible for establishing and maintaining accounts and relevant access settings.

**114.** 1TR.37 references integration with the progress monitoring component of ISTAR. Is it just for publishing information to ISTAR to track progress or is it for other purposes?

**Answer:** The case scenario involves using the ISTAR ratings to set goals which will then be monitored and reported out at report card time. It would be ideal if these progress points were also available in ISTAR at the time of the assessment. More analysis will be required because there are tools in ISTAR currently under development related to this function.

**115.** Have the integration areas that need to happen been identified so that the number of integration points with ISTAR is known?

**Answer:** This is in progress.

**116.** Are there existing integration interfaces for the integration with ISTAR, or does effort and duration to build those interfaces need to be included in the plan for the new system?

**Answer:** It is assumed that the existing integration interfaces between ISTAR and ISTART7 will need to be rebuilt.

**117.** Does IDOE have a specific rollout plan in mind? Will the system be phased in or mass rollout? Over what estimated duration?

**Answer:** Because the system is already so widely in use, we anticipate some training before flipping the switch, but eventually changing over from the old system to the new within the same day sometime during the lowest usage in the summer months.

**118.** Does IDOE envision online, classroom, or some other form of training materials to be needed?

**Answer:** Yes

**119.** Are the responses to be sent in electronically to Ms. Cummins? Or is there a preferred number of copies IDOE is expecting? If yes, are any of the copies to be “original” signature? Is there a mailing address?

**Answer:** Yes, please submit all responses to Linda Cummins the single point of contact for this RFP electronically. If the response is large then submissions can be sent via mail on compact disc or digital video disc in triplicate to:

Indiana Department of Education  
c/o Linda Cummins  
151 W. Ohio St.  
Indianapolis, IN 46204